



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1611.4S
N09B

04 MAR 1997

OPNAV INSTRUCTION 1611.4S

From: Chief of Naval Operations

Subj: PREPARATION AND SIGNATURE OF REPORTS OF FITNESS (FITREPS)
FOR OPNAV OFFICERS AND CHIEF PETTY OFFICERS AND ECHELON 2
COMMANDERS UNDER THE COMMAND OF THE CHIEF OF NAVAL
OPERATIONS (CNO)

Ref: (a) BUPERSINST 1610.10
(b) OPNAVINST 5430.48D (NOTAL)

1. Purpose. To assign responsibility for the preparation and signature of FITREPs for officers and chief petty officers assigned to the Office of the Chief of Naval Operations (OPNAV) and officers serving as commanders of CNO Echelon 2 activities. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1611.4R.

3. Scope. CNO has delegated authority for the preparation of FITREPs for all officers below the rank of vice admiral and for chief petty officers as follows. The Vice CNO (VCNO) will serve as delegated reporting senior for all FITREPs required by this instruction unless noted otherwise. Officers and chief petty officers who are assigned to the OPNAV Support Activity are considered as being assigned to OPNAV and are included within the scope of this directive.

4. Discussion. Reference (a), the Navy Performance and Counseling System instruction provides all guidance for the preparation and submission of FITREPs, reference (b) identifies OPNAV Principal Officials (OPOs) and defines CNO Echelon 2 command relationships with their Command Assist Official (CAO) on the OPNAV Staff.

a. All FITREPs for commanders of CNO Echelon 2 activities will be prepared by the incumbent and forwarded to their CAO per the following list.

<u>TITLE</u>	<u>CAO</u>
Superintendent, US Naval Academy.....	N09B
Commander, Naval Safety Center.....	N09
President, Board of Inspection and Survey.....	N09
Commander, Naval Reserve Force.....	N09
Commander, Space and Naval Warfare Systems Command.....	N09
President, Naval War College.....	N09B
Superintendent, Naval Postgraduate School.....	N09B



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Commandant, Naval District Washington.....N09B
 Commander, Naval Legal Service Command.....N09J
 Director, Strategic Systems Programs.....N8
 Commander, Naval Supply Systems Command.....N4
 Commander, Naval Facilities Engineering Command.....N4
 Commander, Naval Strike and Air Warfare Center.....N8
 Commander, Naval Security Group Command.....N2
 Commander, Naval Computer & Telecommunications Command.....N6
 Commander, Naval Space Command.....N6
 Commanding Officer, Navy Center for Tactical Systems
 Interoperability.....N6
 Commander, Naval Meteorology & Oceanography
 Command.....N096
 Superintendent, U. S. Naval Observatory.....N096
 Commander, Operational Test and Evaluation Force.....N091
 Commander, Naval Doctrine Command.....N3/N5

NOTE: If the Superintendent, US Naval Academy is a 3-star or 4-star, no fitness report is required.

b. FITREPs for rear admiral(0-7 and 0-8) assigned primary duty to the OPNAV staff will be prepared by the incumbent and forwarded in smooth form to the office of the VCNO (N09) at least 3 weeks prior to the established due date.

<u>TITLE</u>	<u>N-CODE</u>
Director of Naval Intelligence.....	N2
Director, Navy Staff.....	N09B
Director of Test & Evaluation & Technology Requirements.....	N091
Director of Naval Reserve.....	N095
Oceanographer of the Navy.....	N096
Chief of Chaplains of the Navy/Director of Religious Ministries.....	N097
Director of Operations, Special Navy Programs	N09B34H

NOTE: OPNAV FITREPs for the remaining OPOs listed below are not required because the incumbent is a vice admiral or above or is not assigned to OPNAV for primary duty.

Deputy Chief of Naval Operations (DCNO) (Manpower and
 Personnel).....N1
 DCNO (Plans, Policy and Operations).....N3/N5
 DCNO (Logistics).....N4
 Director of Space and Electronic Warfare.....N6
 Director of Naval Training.....N7
 DCNO (Resources, Warfare Requirements and Assessments).....N8
 Director of Naval Nuclear Propulsion.....N00N
 Surgeon General of the Navy.....N093
 Special Assistant for Public Affairs Support.....N09C
 Special Assistant for Safety Matters.....N09F
 Special Assistant for Inspection Support.....N09G
 Special Assistant for Legal Services.....N09J
 Special Assistant for Legislative Support.....N09L

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Special Assistant for Material Inspections and Surveys.....N09P

c. The following are delegated authority as reporting senior (for fitness report preparation and submission) for all officers and chief petty officers in their organizations:

(1) Delegated Reporting Seniors.

N00A	Executive Assistant to the CNO
N09	VCNO
N09B	Director, Navy Staff
N091	Director of Test & Evaluation & Technology Requirements
N093	Surgeon General of the Navy
N095	Director of Naval Reserve
N096	Oceanographer of the Navy
N097	Chief of Chaplains of the Navy/Director of Religious Ministries
N1	DCNO (Manpower and Personnel)
N2	Director of Naval Intelligence
N3/N5	DCNO (Plans, Policy and Operations)
N4	DCNO (Logistics)
N6	Director of Space and Electronic Warfare
N7	Director of Naval Training
N8	DCNO (Resources, Warfare Requirements and Assessments)
SSG	Deputy Director, Strategic Studies Group

(2) Delegated reporting seniors may further delegate this responsibility to the following individuals:

Deputies or Assistants to OPOs
 Supervisory Staff Assistants
 Division Directors
 Branch Heads

Note: Fitness report responsibility may be delegated to branch heads only in OPNAV divisions with 40 or more assigned officers and chief petty officers and/or more than 10 officers in an individual competitive category and requires approval by VCNO.

d. Regular FITREPs will also be prepared on officers and chief petty officers assigned to OPNAV for temporary duty, temporary active duty or active duty for training.

e. Concurrent FITREPs will be prepared and forwarded to the regular reporting senior when major duties have been performed by the following officers and chief petty officers.

(1) Officers and chief petty officers assigned for temporary additional duty.

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(2) Officers and chief petty officers assigned for additional duty from a command or office other than OPNAV.


(3) OPNAV officers and chief petty officers performing additional duty in another division of OPNAV.

f. Letter or Memorandum reports with comments on the officer's or chief petty officer's performance may be forwarded to the regular reporting senior in lieu of a concurrent FITREP for those officers and chief petty officers assigned additional duty elsewhere within OPNAV.

g. Special Studies. All officers assigned to a study group are considered as being assigned to OPNAV for the duration of the study. The senior officer serving on a study group will prepare a FITREP or Performance Information Memorandum on each officer and will be the reporting senior in block 22 of the FITREP form.

h. Other Service Officers. To assist reporting seniors in properly completing reports, all other-service officers assigned to OPNAV shall provide necessary forms, information, and directives to the reporting senior well in advance of the required completion date.

5. Reports. Reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.


A. N. LANGSTON
RADM, USN
Director Navy Staff

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